*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Program**

(*This letter may be used to notify parents that their child is ready to be taken off the \_\_\_\_\_ Program)*

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Parent Name)*

Your child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(student’s name)* has been participating in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program for the last few months and has made great progress. Your child’s teacher(s) and the Team at the school think that \_\_\_\_\_\_\_\_\_\_\_\_\_ can now participate in a self monitoring program. In this program, your child will continue to have many of the benefits of participating in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program but will not need to check in and out daily. This program will recognize the student with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program Alumni lunch *(or other appropriate recognition)* as well as other ways of highlighting this accomplishment *(can name now or inform later)*.

I want to thank you for your support of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program and to let you know how proud I am that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has reached this important goal.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program